Briefing for session chairs

Role of the session chair

- Keep track of the time allocated to the various presenters and make sure time is respected
- Encourage the presenter to share their knowledge on the topic
- Wrap-up the discussions and the Q&A part at the end of the session
- If possible - to encourage presenters and/or audience to have a discussion on the subject
- Convey logistical announcements

Logistics

- **Moving slides**
  There will be a clicker at the presenter table: presenters can either flip the slides themselves via the clicker, or ask Kim to move the slides.
- **Time tracker**
  We have a time tracker on one of the front row tables, which works like a traffic light. After 80% of the allocated time is up, it turns yellow. The speaking slot is supposed to end when the tracker becomes red. Let us know if you would like to use it, and if so if you prefer us to set the time tracker for your session.
- **Walking moderators/session chairs**
  Moderators and session chairs can either take a seat at the panel table in the front, or take one of the roving microphones. You are encouraged to either stand or walk around, especially during the Q&A and wrap-up: this will increase the interaction with the audience.

Tips & Tricks

- **Prepare together with the presenters**
  Contact the presenters, let them know of the logistics of the session and ask them if there is a particular question they would like to receive, or if there is a particular item they prefer to see highlighted during the wrap-up by the session chair.
- **Review the slides in advance**
  Review the slides that will be presented during your session ahead of the meeting: they will be helpful in preparing possible questions. The ccNSO secretariat can give you a copy of the slides, provided the presenters sent them on time.
- **Prepare at least 1 question per presenter**
  Make sure you have at least one question prepared in advance for each of the presenters in your session. In case there are no questions from the audience, the question by the session chair might work as an ice-breaker.
- **Organise a scripted interaction with selected audience members**
  Consider asking selected audience members to raise a particular question, if such a "steered" intervention can be an added value.
- **Order**
  Please respect the order of the presentations as included in the agenda.
- **Remember the remote participants**
  Remote participants join the meeting via AdobeConnect: they can see the slides, and use the chat to type, but they cannot speak. The secretariat will monitor the chat room, and will read out loud any questions from remote participants. Please make sure to check with the secretariat whether there are any questions from remote participants, and allow them time to type their questions.
- **Use temperature-of-the-room cards**
  The moderator or session chair should consider asking a question, which allows the in-room participants to simply answer by raising the appropriate coloured card. E.g. "Is your registry facing a similar situation?" Green = yes, red = no and yellow = abstain. It is recommended that at the beginning of the session the moderator or session chair warns the audience that this cards will be used during the session, to have them ready.